2014-2015
Work-Study Program
For-Profit Agency Employer Handbook

Office of Financial Aid and Scholarships
Santa Barbara, CA 93106-3180 Telephone (805) 893-2432
School Code #001920

UCSB
PURPOSE OF THIS HANDBOOK

This handbook establishes the relevant policies and procedures that govern For-Profit agency participation in the Work-Study Program (WSP). It is an extension of the WORK-STUDY PROGRAM AGREEMENT signed between your agency and the UNIVERSITY OF CALIFORNIA, SANTA BARBARA (UCSB).
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GENERAL OVERVIEW

THE PURPOSE OF THE WORK-STUDY PROGRAM (WSP)
The purpose of the Work-Study Program (WSP) is to encourage part-time employment of UCSB undergraduate and graduate students, to provide them with positive working experience and thereby to help them defray the cost of education.

Work performed for a for-profit agency through WSP must be *academically relevant* to the student’s academic and/or career goals. When interviewing prospective students for your WSP position, take care to establish that the student’s academic course of study will support the position’s official STATEMENT OF ACADEMIC RELEVANCE.

ADMINISTRATIVE ROLES AND RESPONSIBILITIES
The STAFF of UCSB Financial Aid Office/Work-Study Program:
A. Administer the Work-Study Program;
B. Advertise current job opportunities for WSP employers by listing them on GauchosLink and job binders; and
C. Perform most of the University- and WSP-related employment and payroll functions for the WSP students hired by your agency.

Your AGENCY acts as the student’s employer and must observe all conditions set forth in this HANDBOOK and in the WORK-STUDY PROGRAM AGREEMENT.

NOTE:
WSP student applicants self-select the positions which interest them. UCSB does not place the student(s) nor do we act as a placement agency.

THE WSP AWARD
The WSP Award represents the MAXIMUM ALLOWABLE GROSS WAGE the student may earn through work-study during the current academic year, of which no unearned portion may carry forward into summer or the next academic year. The WSP Award:
A. Divided by the student’s hourly rate of pay renders the (maximum) number of hours the student may work or continue to work through WSP.
B. Appears on the WSP OFF-CAMPUS REFERRAL, LETTER OF CLEARANCE, WORK-STUDY REVISION and AGENCY POST-PAYROLL REPORTS.
C. Is subject to revision and may increase or decrease during the course of the academic year. In such event we will immediately notify your agency by way of the WORK-STUDY REVISION form and AGENCY POST-PAYROLL REPORTS will also note the change in available work-study hours.
D. Is contingent upon the student’s continued WSP eligibility. UCSB will immediately alert your agency if said eligibility lapses or is withdrawn. In such event you may continue the student’s employment with your agency but not through Work-Study.

RELATED COST(S)
As a for-profit WSP employer, the agency’s out-of-pocket expense will amount to sixty percent (60%) of the gross WSP wage actually earned by the student employee(s) and reflects your:
A. MATCHING SHARE of payroll expense, assessed at fifty percent (50%) of the gross WSP wage earned;
B. ADMINISTRATIVE FEE assessed at ten percent (10%) of the gross WSP wage earned. This income partially offsets the Program’s administrative cost to the University.

NOTE:
- UCSB appropriation for WSP pays the remaining fifty percent (50%) of payroll expense.
- Earnings in excess of the student’s initial and/or revised WSP Award is the employer’s sole responsibility at one hundred percent (100%) cost.

HOURLY RATE OF PAY
Federal guidelines require that WSP recipients be paid an hourly rate and the rate:
A. Be established by the employing agency;
B. At or above the current federal minimum wage $9.00
C. Meet the prevailing rate at which persons with those same:
   A. Job related skills and abilities,
   B. Education and/or experience,
   C. Level of responsibility and/or authority are paid in the local area, and
   D. Without regard to or conditioned upon WSP funding, that is, at a rate at which you would pay a non-WSP student employee. Inflating or ballooning WSP recipient’s pay rate is cause for immediate and permanent cancellation of your WSP AGREEMENT with UCSB.

NOTE: To change an established hourly rate of pay, your agency must submit a request to UCSB in writing on letterhead paper and should include the following information:
   - The student employee’s name;
   - New hourly rate; and
   - Preferred effective date.

EMPLOYMENT PERIOD
The employment period for the WORK-STUDY PROGRAM is:
   A. Confined to the current academic year; and
   B. Specifically defined by BEGIN and END DATE on the LETTER OF CLEARANCE.

TYPE OF WORK THE WSP STUDENT EMPLOYEE MAY AND MAY NOT PERFORM
WSP regulation requires that work performed for a for-profit agency employer be ACADEMICALLY RELEVANT to the student’s academic and/or career goals and that it does not:
   A. Displace, supplant, or replace workers employed by the agency;
   B. Impair existing contracts for services;
   C. Fill vacant positions created by strikes;
   D. Involve any partisan or non-partisan political activity associated with a candidate or with a contending faction or group in an election for public party office;
   E. Involve employment as a political aide of any elected official;
   F. Involve employment for an elected official who is not responsible for the regular administration of Federal, State, or local government;
   G. Involve any lobbying on the Federal, State or local level;
   H. Include employment for US Department of Education;
   I. Involve the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or religious worship;
   J. Involve religious/sectarian instruction and/or worship;
   K. Depend upon a student’s political support or party affiliation as a condition of employment;
   L. Involve work that primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or a religious order, or cooperative.

Your agency may wish to offer an internship or practicum, pre-professional or career-related work experience. Regardless of the agency’s best intentions, if WSP recipients are involved, certain restrictions apply. For instance, the agency:
   A. Must pay an hourly wage to all interns performing the same job duties;
   B. May not restrict the internship to WSP recipients only;
   C. Must observe the same restrictions listed above in terms of the type of work or service they perform in the course of the internship; and
   D. For every WSP student hired, you must submit :
      A. WSP DETAILED JOB DESCRIPTION; and
      B. STATEMENT OF ACADEMIC RELEVANCE.

SUPERVISORY RESPONSIBILITIES
WSP employers must directly supervise and regulate the services and performance of the WSP student employee(s). In addition WSP employers shall provide verbal and written orientation and/or explanations of:
   A. Scheduled work hours and location of work site;
B. General working conditions, including safety and emergency procedures, standards of conduct/dress;

C. Applicable agency policies and procedures;

D. Job duties and responsibilities (i.e., a copy of the WORK-STUDY DETAILED JOB DESCRIPTION), including expected methods and necessary priorities for performance;

E. Appropriate basic, progressive and/or corrective training;

F. Avenues of appeal, review and due process, within agency guidelines, to promote a positive working experience;

G. Brief interruptions in work schedules, such as rest periods within agency guidelines and State law, without denying payment; and

H. Observe the meal period rule of the CALIFORNIA LABOR CODE and instruct the student to:
   1. Take unpaid meal period (break) of no less than 30 minutes if/when the student’s work period will exceed 5 (continuous) hours or more, and
   2. Record the meal period on his/her MONTHLY WSP TIME SHEET(S) in “time-in, time-out” format.

NOTE: By mutual consent the student employee and his/her supervisor may waive the meal period rule if the student employee’s work period, not more than 9 (continuous) hours, will complete the day’s work.

I. Ensure the work environment is free from all forms of harassment, exploitation and intimidation.

J. Be as flexible as possible with working hours relative to the student's class and examination schedule.

K. Not solicit, accept or permit solicitation of any fee, commission, contribution, or gift as a condition for a student’s WSP employment.

L. Comply with the FAIR LABOR STANDARDS ACT OF 1938, as amended, which prohibits employers from accepting voluntary services from any paid employee. Any student employed under the WSP must be paid for all hours worked.

M. Ensure no recipient is denied work or subjected to different treatment on the grounds of race (including racial harassment), color, religion, marital status, national origin, ancestry, gender (including sexual harassment); sexual orientation, physical or mental disability, medical condition (cancer-related, as defined in Section 12926 of the CALIFORNIA GOVERNMENT CODE), status as a Vietnam-era veteran or special disabled veteran, or, within the limits imposed by law or University regulations, because of age or citizenship.


WORK PERFORMANCE STANDARDS

Work performance standards for WSP student employees are the same as for other regularly funded employees of your agency.

Your agency is not required to continue employing a student who does not meet acceptable work standards. We prefer that you provide appropriate warnings, evaluations and suggestions for improvement to assist students in their work experience. However, we realize that particular situations require an employee’s immediate termination. If immediate termination is necessary, we would appreciate a brief explanatory memo for our records.

WSP CONTRACTUAL PROCEDURES

Please follow the instructions below to complete the WORK-STUDY PROGRAM AGREEMENT packet and return it to the UCSB Office of Financial Aid and Scholarships/Work-Study Program for final processing.

WSP AGREEMENT

A. Have an authorized agency representative sign both of the original Agreement copies.

B. Return both original AGREEMENT copies to us along with a STATEMENT OF ACADEMIC RELEVANCE, DETAILED JOB DESCRIPTION form and the
SIGNATURE AUTHORIZATION form. We will return the final, fully executed AGREEMENT to you for your agency’s records.

C. Keep a copy of the JOB DESCRIPTION and STATEMENT OF ACADEMIC RELEVANCE with other contractual material.

STATEMENT OF ACADEMIC RELEVANCE
The STATEMENT OF ACADEMIC RELEVANCE must demonstrate the student employee’s work is relevant to his/her academic and/or professional career goals.

For instance, the STATEMENT should demonstrate the position requires academic knowledge the student is gaining in the course of his/her studies and that the student will apply or rely on that knowledge when performing job duties and responsibilities.

DETAILED JOB DESCRIPTION
A DETAILED JOB DESCRIPTION is required for each WSP student your agency hires. The DESCRIPTION must detail the work to be performed, as well as the frequency and percent time involved. It may be a photocopy of a master WSP DETAILED JOB DESCRIPTION made specific to the individual student by name, hourly rate, etc.

NOTE: Your agency may already have a detailed job description that contains all of the information requested by the WSP. If so, you may submit a photocopy of it rather than completing our form.

SIGNATURE AUTHORIZATION
Complete, sign and return the SIGNATURE AUTHORIZATION form to us. Include all agency personnel who are authorized to sign agency documents such as the WSP AGREEMENT, WSP JOB REQUESTS, WSP TIME SHEETS, etc. Request additional SIGNATURE AUTHORIZATION forms if:

A. Your authorized personnel exceed five (5) in number; and/or

B. Changes (e.g., deletions, additions) occur in agency personnel who are authorized.

ADVANCE PAYMENTS
For new WSP agency employers, the UCSB Accounting Services and Controls Office requires a minimum advance payment of $50.00 to establish an appropriate account for your agency. The advance monies help offset initial student wages and balance agency account deficits should they occur.

The UCSB Accounting Services and Controls Office will not permit WSP time reporting (hours worked) until an account is established for your agency. If your agency cannot advance the initial deposit, please contact us immediately.

A. Make agency check payable to: “UC REGENTS”

B. On the face of your check or on the check stub, include the following information to properly identify the check to University personnel:
   1. Its destination: “ATTN: WORK-STUDY PROGRAM”
   2. If possible, your UC ACCOUNT/FUND NUMBER (e.g., 627XXX/66YYY).

NOTE: We include the UC ACCOUNT/FUND NUMBER on POST-PAYROLL REPORTS (PPR). If your agency is brand new to WSP, you will not yet have a UC ACCOUNT/FUND NUMBER.

WSP REFERRAL AND STUDENT EMPLOYEE CERTIFICATION

REFERRAL PROCEDURES
Each WSP job applicant must present a WORK-STUDY OFF-CAMPUS REFERRAL to you or other designated agency personnel.

To hire an applicant, your authorized agency representative must review the date of the REFERRAL to confirm that it is not stale-dated;

A. Complete and sign the lower portion of the REFERRAL;

B. Have the student return to the UCSB Office of Financial Aid and Scholarships with the signed REFERRAL; and

C. Allow the student to begin work AFTER s/he returns to your agency with the LETTER OF CLEARANCE and initial WSP TIME SHEET.
NOTE: In the event of high funding usage, if the REFERRAL is dated before but presented after January 1st, the student may have already lost his/her Work-Study Award. In such event, the REFERRAL is stale-dated and no longer valid. The employer must have the student return to the UCSB Office of Financial Aid and Scholarships to obtain a new REFERRAL, which may or may not be forthcoming, depending on whether or not we are able to reinstate the student’s Work-Study Award.

EMPLOYMENT CERTIFICATION PROCEDURES

Each WSP student employee that you hire and/or re-hire must:

A. Return to the UCSB Office of Financial Aid and Scholarships with his/her signed REFERRAL; and
B. Make an appointment with the WORK-STUDY SPECIALIST to complete the student’s employment processing procedure (the minimum lead time for this process is 24 hours); and
C. Receive the LETTER OF CLEARANCE and log in to the Work-Study Timesheet Portal to download their timesheet.

LETTER OF CLEARANCE

The LETTER OF CLEARANCE authorizes the student to begin work with your agency through the WORK-STUDY PROGRAM and alerts your agency of the student’s:

A. UC registered student status (i.e., undergraduate, graduate);
B. Current WSP award;
C. Maximum allowable work hours (based on the current WSP award); and
D. Employment or award period.

NOTE: Returning or continuing WSP student employees must be rehired each academic year. The LETTER OF CLEARANCE and initial WSP TIME SHEET must also be renewed. Hours worked prior to receipt of these documents are the sole responsibility of your agency at one hundred percent (100%).

PAYROLL PROCEDURES

TIME SHEET DISTRIBUTION

The Work-Study area within UCSB Financial Aid and Scholarships uploads WSP TIME SHEETS for every pay period to the Work-Study Timesheet Portal.

The initial WSP TIME SHEET is accompanied with the LETTER OF CLEARANCE. Each subsequent payroll period will be uploaded to the Work-Study Timesheet Portal by the end of each pay period.

DAILY TIME KEEPING

WSP regulations require that the WSP student employee maintain a daily time-in/time-out record of the hours s/he actually works. Unless otherwise specified, said record is maintained on the student’s WSP TIME SHEET and on which, the student must:

A. Write or type legibly in blue or black ink; and
B. Report hours to the nearest quarter hour (e.g., 8:03 a.m. = 8:00 a.m.; 8:26 a.m. = 8:30 a.m.); and
C. Indicate unpaid meal breaks in “time in, time out” format (e.g., 8:00 a.m. to 12:00 p.m.; 1:00 p.m. to 5:00 p.m.); and
D. Line through incorrect data, enter the correct data and initial the correction.

NOTE: More information on the meal period can be found in the SUPERVISORY RESPONSIBILITIES section (p. 2) of this HANDBOOK.

As an employer, your agency must supervise and monitor a student’s work and time-keeping, and secure both the student employee’s and the supervisor’s signatures on the WSP TIME SHEET.

NOTE: Fraudulent reporting of a student’s work hours can be cause for cancellation of your agency’s WSP participation. And, according to federal regulations, giving false information could lead to a $10,000.00 fine, a prison sentence of one year or both.
The supervisor’s signature must appear on your agency’s SIGNATURE AUTHORIZATION form. If it does not so appear, we can not honor the TIME SHEET as valid and will return it to your agency for processing. In such event, your agency assumes sole responsibility for payment at 100% cost.

PAYROLL PERIOD

The PAYROLL PERIOD, as shown on WSP TIME SHEETS and AGENCY POST-PAYROLL REPORTS, generally spans fourteen (14) days, or on a bi-weekly pay cycle. Exemptions may include:

A. The student's initial payroll cycle which begins with the student’s actual date of hire, as reflected on the LETTER OF CLEARANCE and initial WSP TIME SHEET; and/or

B. The May payroll cycle which ends in the middle of May--this date varies slightly from year to year.

Time Sheets are due in our office by the 2nd day following a pay cycle. Example: Time Sheets for the October 12th to October 25th payroll period are due Monday, October 27th.

The WSP Office must receive any and all outstanding TIME SHEETS by May 25th. Payment for any time not submitted by the May 25th deadline becomes the agency's sole responsibility at 100% cost.

PERMISSIBLE WORK HOURS

The WSP student employee’s PERMISSIBLE WORK HOURS are governed by his/her UC Student Status as noted on the LETTER OF CLEARANCE and may also be limited by the gross remaining WSP award:

A. UNDERGRADUATE students may work full-time or maximum of 40 hours per week; however, they are encouraged to work no more than 20 hours per week.

B. GRADUATE students may work up to 20 hours per week while classes are in session. During academic quarter breaks or periods when classes are not in session, graduate students may work more than 20 hours per week.

REMAINING AND/OR ALLOWABLE WORK HOURS

The WSP student employee’s remaining or allowable work hours are based on the remaining (unearned) portion of a student’s WSP Award and calculated as follows:

Divide the unearned WSP award by the hourly rate to obtain gross remaining hours and round down fractional hours to the nearest quarter-hour.

EXAMPLE:
The WSP student employee is awarded $1,500.00 for 2014-2015 school year. His wage is $9.00 per hour and he has worked 13.25 hours this month.

Gross Wage
= $9.00 x 13.25 = $119.25

Remaining WSP Award
= $1,500.00 - $119.25 = $1,380.75

Remaining (Allowable) Work Hours
= $1,380.75 / $9.00 = 153.42 (hrs)

Must round down to 153.25 hrs to stay within the WSP Award budget.

WORKERS’ COMPENSATION

Your agency must pay all employer contributions due under STATE or local WORKERS’ COMPENSATION laws or under other applicable laws for every WSP student employees.

Upon request, your agency must provide the UCSB Office of Financial Aid and Scholarships WSP Office with verification of your WORKERS’ COMPENSATION coverage for WSP student employees.

During work-place orientation alert WSP student employees to the proper procedure(s) or action(s) to take should an injury or accident occur on the job.

WORK-STUDY EMPLOYEE BENEFITS

WSP student employees are compensated only for the hours they actually work. By Federal regulation, WSP funds may not pay for time-based benefits, such as vacation, sick leave or holidays. Benefits granted or paid to your WSP student employee(s) is your agency’s sole responsibility at one hundred percent (100%) cost.
POST-PAYROLL REPORT

The AGENCY POST-PAYROLL REPORT (PPR) is a statement of your agency’s personnel and payroll WSP-related activity that occurred within the payroll period and current academic year.

POST-PAYROLL REPORT GUIDELINES

A. The PPR is not an invoice. It is only a record of account activity.

B. Your agency is required to submit payment or reimbursement prior to receipt of the PPR.

C. A DEFICIT ENDING BALANCE, as it appears on the PPR, should agree with your agency’s intended payment as already initiated.

D. The University mails the PPR approximately one month after payroll passes, but only after it has been reconciled our GENERAL LEDGERS.

E. Your agency is responsible for the accuracy of PPRs. Please contact the Work-Study Unit immediately to reconcile discrepancies.

F. The University will issue a REVISED POST-PAYROLL REPORT should an error (subsequently reported and reconciled) appears on a PPR or if delayed account activity occurs.

POST-PAYROLL REPORT DEFINITIONS AND EXPLANATIONS

The following definitions and explanations are intended to assist employers in understanding the detail and summary items displayed on the PPR:

CURRENT AWARD

The student employee’s WSP Award, or portion thereof, committed to your agency as of the payroll period defined on the PPR.

HOURS REPORTED

The hours reported on the student’s TIME SHEET unless those hours exceed the student’s allowable and/or permissible work hours for the payroll period.

GROSS WAGE PAID

Hours actually reported to the UCSB payroll system multiplied by the student’s hourly rate.

MATCHING SHARE

Agency’s share of payroll expense; calculated at fifty percent (50%) of gross wages paid.

ADMINISTRATIVE FEE

Agency’s Administrative Surcharge (fee); calculated at ten percent (10%) of gross wages paid.

AWARDED FUNDS REMAIN

The amount of the student’s current award that remains to be earned.

ALLOWABLE WORK HOURS REMAIN

The student has sufficient award funds to cover only these allowable work hours. Payment of hours worked in excess of these hours become the employer’s sole responsibility at one-hundred percent (100%) cost.

PAYMENT TO UNIVERSITY

AGENCY COST DEFINED

By contractual agreement, your agency must advance, pay or reimburse the University for WSP-related costs which amount to sixty percent (60%) of gross Work-Study wages paid to each of your agency’s WSP student employees. This cost represents:

A. Matching Share: 50% of gross WSP wage paid as its share of payroll expense; and

B. Administrative Fee: 10% of gross WSP wage paid as administrative fees.

EXAMPLE:

If a student is awarded WORK-STUDY $1,000.00 for 2014-2015 school year, he may earn up to $1,000.00 in gross wage through WSP. In this case the non-profit agency is responsible for:

- MATCHING SHARE of payroll expense  
  50% of the gross wage = $1,000.00 x 50% = $500.00
- ADMINISTRATIVE FEE  
  10% of the gross wage = $1,000.00 x 10% = $100.00

In other words the for-profit agency’s expense is 60% of the student’s gross wage, which equates to $600.00.
PAYMENT OPTION
To meet this financial obligation, your agency may:
A. Advance sufficient agency funds/monies at any time; or
B. Submit payment with your agency’s monthly WSP TIME SHEETS; or
C. Reimburse the University in which case You must enclose a copy of your agency’s WSP TIME SHEETS. The University must receive actual payment within fifteen (15) calendar days of the date shown on the copy of your invoice.

NOTE:
- Your invoice copy is evidence for our fiscal officer that your agency’s payment is in progress, which means you have officially notified your accounting office personnel the payment to the University is due.
- The ENDING BALANCE on the PPR indicates the status of your agency’s account:
  - CREDIT, which reflects your agency’s remaining funds; or
  - DEFICIT, which reflects the amount your agency owes to the University.

PAYMENT PROCEDURES
Your agency must submit payment by check made payable to: UC REGENTS.

The check must be further identified by indicating the destination (required) and UC Account/Fund Number (if applicable):

Attn: Work-Study Program
UC Account/Fund Number
(e.g., 627XXX/66YYY);

When the check is not included with the WSP TIME SHEETS, please mail the payment to:

Financial Aid Office/Work-Study Program
2101 SAAB
University of California,
Santa Barbara, CA 93106-3180

REFUND OF AGENCY FUNDS
To request a refund of agency funds on an advance with the University, please submit your request in writing on agency letterhead. Actual processing time may take up to six (6) weeks from the date the request is received by our office.

RECORD KEEPING
Your agency must maintain original and/or copies of the following documents with auditable records for at least the standard 5-year period following the separation of your WSP student employees:
- OFF-CAMPUS AGENCY LETTER(S) OF CLEARANCE;
- WSP TIME SHEET(S) (signed by employee and supervisor);
- AGENCY POST-PAYROLL REPORT(S);
- WORK-STUDY REVISION(S);
- JOB REQUEST(S);
- WORK-STUDY STUDENT EMPLOYEE DETAILED JOB DESCRIPTION(S);
- STUDENT EMPLOYEE PERFORMANCE EVALUATION(S) (optional);
- WORK-STUDY PROGRAM AGREEMENT(S); and
- SIGNATURE AUTHORIZATION(S).
CONTACT US

MAILING ADDRESS

   Work-Study Program
   Office of Financial Aid and Scholarships
   University of California,
   Santa Barbara, CA 93106-3180

OFFICE LOCATION

   Student Affairs Administrative Services Building
   Room 2101
   UC Santa Barbara

PERSONNEL

   Phone: (805) 893-2067
   Email: FinAidWSP@sa.ucsb.edu